

Audits/Payments

Subject: Payment Processing

Information:

The purpose of this procedure is to give Transit Agencies the information they need to submit payment requests correctly. The Passenger Transportation Division makes payments to local transit agencies, local rideshare offices, intercity bus carriers and vendors from the Comprehensive Transportation Fund, Bond Fund, Federal Section 3037, 5307, 5309, 5310, 5311, 5313 and Federal Highway Administration funds under the provisions of Act 51 of P.A. of 1951, as amended.

Actions Needed:

- For local purchase of vehicles by a Nonurban Transit Agency, include the following:
 - Transit Agency letter/invoice (including budget summary) requesting payment. This should include the contract number and amount of payment.
 - Copy of vendor's invoice.
 - Copy of the vendor's Vehicle Acceptance Form. This form acknowledges the transit agency's receipt and acceptance of the vehicle(s).
 - A copy of a signed/processed Application for Michigan Title (Form RD108) or if vendor is out of state, Application for Michigan Title (Form TR-11) naming MDOT as first-secured party.
 - Pre-award & Post-delivery Audit Checklist, Certifications & Worksheets.
- For local purchase of vehicles by an Urban Transit Agency, include the following:
 - Transit Agency letter/invoice (including budget summary) requesting payment. This should include the contract number and amount of payment.
 - Copy of the vendor's invoice.
 - A copy of a signed/processed Application for Michigan Title (Form RD108) or if vendor is out of state, Application for Michigan Title (Form TR-11).

Audits-Payments

Subject: Payment Processing

- For extended purchase of vehicles by a Nonurban Transit Agency, include the following:
 - Letter/agency invoice (including budget summary, contract number and amount).
 - Copy of vendor invoice.
 - Vendor's Vehicle Acceptance Form. This form acknowledges the transit agency's receipt and acceptance of the vehicle(s).
 - A copy of a signed/processed Application for Michigan Title (Form RD108) naming MDOT as first-secured party.
 - Post Delivery Audit (Final Inspection) Worksheets:
 - Completed Bus Acceptance Checklist
 - Completed FTA Road Test
 - Completed Inspection Write Up
- For extended purchase of vehicles by an Urban Transit Agency, include the following:
 - Letter/agency invoice (including budget summary, contract number and amount)
 - Copy of vendor invoice
 - A copy of a signed/processed Application for Michigan Title (Form RD108)
- For payments (other than vehicle purchases mentioned above), submit an invoice or spreadsheet showing contract line items, budget, current request and balance for each line being billed and a date range (quarterly is acceptable) of the invoices included in the request.
- For operating payments, such as Section 5311 Operating, Specialized Services, Regional Operating or transportation to work contracts, you will need to submit quarterly reports via PTMS in order for the quarterly payment to be processed.

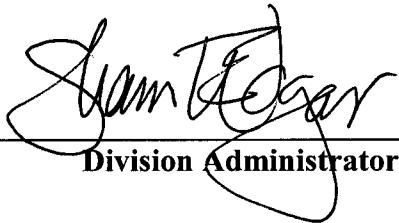
Audits-Payments

Subject: Payment Processing

- For Rural Transit Assistance Program (RTAP) payments, include an expense voucher with receipts for everything but meals.

Contact: If you have any questions regarding this procedure, please contact your Project Manager.

Approved:


Division Administrator

6/11/04

Date

PTD:PAS:FMU:LC